

## Performing a TrulinX Backup

The steps to perform a TrulinX database backup are different, depending on whether the server uses SQL Server 2005/2008 or SQL Server 2000.

**NOTE:** These instructions only cover the SQL backup of TrulinX data, not the full tape backup of the entire TrulinX software and operating system.

### ***Backup Using SQL Server 2005 or 2008***

1. Run SQL Server Management Studio. You may have a shortcut to this program on your desktop. If not, on the Windows **Start** menu, select **Programs → Microsoft SQL Server 2005 → SQL Server Management Studio**. (For SQL Server 2008 your path will contain “2008” instead of “2005”.)
2. The **Connect to Server** dialog box displays. The proper values should already be filled in this dialog box by default. Click **Connect** to connect to your server.
3. When SQL Server Management Studio opens, you will see the Object Explorer tab at the upper left. Press **F8** or hover your mouse over this tab until a “flyout” appears with the full Object Explorer display.
4. In the Object Explorer you will see a “tree” structure. Click on the  symbol next to the Databases folder to expand it. You will see several databases listed in the Databases folder. Only your TrulinX databases need to be backed up (such as “TrulinXLive” and “TrulinXTrainer”).

**NOTE:** If you are unsure of exactly which databases need to be backed up, on your Windows **Start** menu, select **Programs → TrulinX → TrulinX Database Maintenance** to open the TrulinX Database Maintenance program. Make a note of the databases in the list. These are the only databases you need to back up. When you have reviewed the list, exit the TrulinX Database Maintenance program.

5. In the Databases folder, right-click the first database to be backed up. On the right-click menu, select **Tasks → Back Up ...**
6. The **Back Up Database** dialog box displays. In the “Select a page” area at the upper left, click **Options**. Then select the **Overwrite all existing backup sets** option. Do not change any other settings in the dialog box.
7. Click **OK**. In the lower left, the “Executing [XX%]” status indicator will display your progress.
8. When the backup is finished, the message “The backup operation has been completed successfully” will display. Click **OK**.
9. In the Databases folder, right-click the next database to be backed up and select **Tasks → Back Up ...** Repeat the above steps for all your remaining databases.
10. When all of your databases have been backed up, exit SQL Server Management Studio.

## **Backup Using SQL Server 2000**

1. Run Enterprise Manager. You may have a shortcut to this program on your desktop. If not, on the Windows **Start** menu, select **Programs** → **Microsoft SQL Server** → **Enterprise Manager**.
2. When Enterprise Manager opens, you will see a “tree” structure on the left. Click on the  symbol to expand each of the following items until you get to Databases:
  - Microsoft SQL Servers
  - SQL Server Group
  - [Your system name]
  - Databases folder
3. You will see several databases listed in the Databases folder. Only your TrulinX databases need to be backed up (such as “TrulinXLive” and “TrulinXTrainer”).

NOTE: If you are unsure of exactly which databases need to be backed up, on your Windows **Start** menu, select **Programs** → **TrulinX** → **TrulinX Database Maintenance** to open the TrulinX Database Maintenance program. Make a note of the databases in the list. These are the only databases you need to back up. When you have reviewed the list, exit the TrulinX Database Maintenance program.

4. In the Databases folder, right-click the first database to be backed up. On the right-click menu, select **All Tasks** → **Backup Database...**
5. The **SQL Server Backup** dialog box displays. In the **Overwrite** area, select the **Overwrite existing media** option. Do not change any other settings in the dialog box.
6. Click **OK**. The **Backup Progress** dialog box displays with a status bar indicating your progress.
7. When the backup is finished, the message “The backup operation has been completed successfully” will display. Click **OK**.
8. In the Databases folder, right-click the next database to be backed up and select **All Tasks** → **Backup Database...** Repeat the above steps for all your remaining databases.
9. When all of your databases have been backed up, exit Enterprise Manager.